

4 June 1958

MEMORANDUM FOR: Mr. R. Jack Smith

SUBJECT : Distribution of NSC Papers

1. To answer the Director's query concerning the number of copies received and the distribution of NSC papers within the Agency the following is submitted. Usually we receive from NSC Secretariat four copies of NSC numbered papers, of memoranda for the NSC, and of OCB reports to NSC. Only two copies of unusually sensitive papers are received. Distribution within the Agency of all NSC papers is dependent upon the subject matter of the particular paper; that is, we route the papers to those offices or individuals who are concerned with the subject, have an interest, or a need-to-know. As a general rule, however, the four copies of NSC papers and memoranda are routed and filed as follows:

- One copy (the DCI copy) is retained here in 344 Administration Building for the use of DCI, DDCI, DDI and officials of their offices.

One copy (the DDP copy) is passed to DDP/PPC for information and/or comment and use of the DDP elements. This copy is filed in O/DDP/PPC

One copy is passed first to ONE for information and/or comment; then to BA/OCB. BA/OCB retains in file those NSC papers needed in connection with his OCB activity, such as approved policy papers. He sends the others to Central Top Secret Control for loan and file.

One copy is sent immediately to Central Top Secret Control for their loan on a need-to-know basis to the Intelligence Assistant Directors and to other officers, such as DD/S or ED/C, who may have a need for a particular paper. This copy is filed

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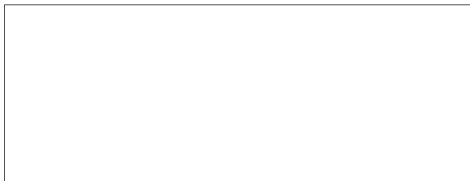
in Central Top Secret Control's secure area.

2. Two copies of NSC Actions are received here. We retain the DCI copy and pass the second copy to DDP/PPC for use of DDP elements, and file.

3. Due to the President's concern for the security of NSC papers we try to limit their distribution to those officials with a need-to-know, and to limit files to four locations: 344 Administration Building, O/DDP/PPC, O/BA/OCB, and Central Top Secret Control. Although no NSC document shall be reduplicated in its entirety without the permission of the Executive Secretary, NSC, the making of appropriate extracts is permitted. We make extracts as necessary.

4. I assume the Director is not interested in NSC Planning Board papers, but will give you the story on them if you wish.

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